

CONFIDENTIAL

8 December 1986

OCA: 86-3988

MEMORANDUM FOR: All OCA Employees

FROM: Dave Gries [REDACTED]

SUBJECT: Document Unit

OCA
HPSCT SSCI
HAC AFAC 25X1

Currently the House and Senate Intelligence Committees, the House Appropriations Committee and the House Foreign Affairs Committee are investigating [REDACTED]

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[REDACTED] In the 100th Congress, newly-constituted House and Senate select committees will continue these investigations, subsuming or supplementing activities already under way. Concurrently, the Justice Department, supported by the FBI, is conducting its own investigation; and an independent counsel is expected to be announced for the same purpose.

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The Agency is receiving and will undoubtedly continue to receive requests for documents. In this situation, complete and accurate records must be maintained and systems must be developed to assure timely response to legitimate requests. All material must be carefully sanitized.

The Office of Congressional Affairs has been selected as the focal point for these activities. The Document Unit is established within OCA in Room 7B24 Headquarters. The staff of the Unit consists of [REDACTED]

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[REDACTED] The entire staff of OCA is expected to provide support as required. [REDACTED] responsible for supervision of the Unit.

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The four Directorates and the DCI Area have designated officers responsible for coordinating document searches and sanitization procedures within their respective areas. These officers are:

| <u>Directorate</u> | <u>Name</u> | <u>Address</u> | <u>Extensions</u> | |
|--------------------|-------------|----------------|-------------------|------------------|
| | | | <u>Secure</u> | <u>Nonsecure</u> |
| DS&T | [REDACTED] | 6E45 HQS | [REDACTED] | [REDACTED] |
| DI | | 2F42 HQS | | |
| DA | | 7D18 HQS | | |
| DO | | 1D4109 HQS | | |
| DCI Area | | 7E12 HQS | | |

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Generally, the Document Unit should work directly with these designated officers in obtaining documents.

cc: EXDIR IG C/NIC
 DDS&T D/PAO
 DDI D/DCI/DDCI/ES
 DDA D/ICS
 DDO Comptroller
 DCI Admin General Counsel

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